

# CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

*Our Mission*  
*"Honoring California's Veterans"*



**Classification:** SUPERVISING REHABILITATION THERAPIST (Salary: \$5,679 - \$6,367)

**Tenure/Time Base:** Permanent, Full-time

**Location:** Veterans Home of California - Ventura  
 10900 Telephone Rd., Ventura CA 93004  
 Temporary (Approx. 1 yr.) Offices Currently At:  
 6150 Van Nuys Blvd., Van Nuys CA 91401

**Who Should Apply:** Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. **SROA/SURPLUS PROVISIONS APPLY.** Eligible honorably discharged veterans are encouraged to apply provided the above criteria are met. For those individuals who do not meet the above criteria, you may qualify to take or apply for a civil service examination based on minimum qualifications for the classification. To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov). You may also view other examinations offered by the State Personnel Board at [www.spb.ca.gov](http://www.spb.ca.gov)

## **Duties and Responsibilities:**

### **Under the direction of the Supervising Nurse.**

- Supervises the Activity Coordinators and Rehabilitation Therapist, coordinates programs among the activity staff to ensure program coverage.
- Assists the Activity Coordinators in resident assessment, development of care plan, completion of required documentation such as the MDS, quarterly progress notes and maintenance of current record of residents' participation in various activities.
- Attends and participates in committee meetings, interdisciplinary team meetings and other Administrative meetings. Conducts staff meetings on a weekly basis.
- Assists in the preparation of monthly work schedule, completes periodic chart audits to ensure that all documentation requirements are in place, are appropriate and are in compliance with State and Federal guidelines.
- Develops and implements activity programs for small and large groups as well as individual residents who are unable to leave their rooms.
- Acts as the contact person for all community and facility resources. Coordinates the planning of events and activity schedule with other resident services.
- Reviews monthly calendars of activities and determines appropriateness of programs and compliance with established policies and procedures.
- Request and maintain equipment and supplies; prepares budget for the Activities department and monitors utilization of funds. Maintains accurate inventory of supplies.
- Plans and conducts inservice training to Activity and facility staff.
- Develops QA studies addressing problem areas to further improve the delivery of the program.
- Recruits/trains/supervises volunteers to augment the services of the activity program

**How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs  
 Human Resources Division  
 1227 "O" Street, Room 404  
 Sacramento, CA 95814  
**Attn: Jacquie Ruiz, M80#051-8/09**

Voice: (916) 653-2535  
 TDD: (916) 653-1966

### **Inquiries:**

**Note:** In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process. Please place Attn: J. Ruiz and M80#051-08/09 on your application.

**Final Filing Date:** Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.